



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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## *Memorandum*

TO: Administration Committee

DATE: June 4, 2008

FR: Executive Director

W.I.: 1111

RE: Contract Amendment - High School Internship, Agency Support: Paradigm Staffing Solutions

On January 5, 2007, a Request for Proposal (RFP) was issued for an employment agency to assist with the temporary hiring of high school internship program participants. The RFP was sent to twenty-five (25) temporary recruiting agencies with six (6) responses received. A panel consisting of Human Resources and Public Information staff reviewed and ranked the proposals based on their proposed hiring processes, payroll and check processing, and fees. Of the six (6) agencies responding, Paradigm Staffing Solutions was the only agency to highlight in its proposal the necessity of obtaining work permits from students under the age of 18 years old and also proposed the lowest cost, at 30% over the student's hourly rate. This rate includes workers' compensation insurance coverage, withholding and proper deposits of both the employee and employer payroll taxes. Paradigm also identified a designated staff person available to answer any questions, as well as take responsibility for the weekly payroll processing.

The contract was awarded to Paradigm Staffing Solutions for the period of June 19, 2007 through June 30, 2008, with the option to renew at a negotiated price for one additional summer hiring session through June 30, 2009.

We recommend that this Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with Paradigm Staffing Solutions, to provide assistance with the temporary hiring of the high school internship program participants for summer sessions beginning June 17, 2008 through June 30 2009, in the amount not to exceed \$100,000 in FY 08-09. The amendment is subject to adoption of the FY 2008-09 Operating Budget.

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Steve Heminger

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Proposed Contract Amendment

Work Item No.:	1111
Vendor:	Paradigm Staffing Solutions
Work Project Title:	Temporary Agency
Purpose of Project:	To serve as the employment agency to assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program, in which students will work at various job sites around the nine-county Bay Area.
Brief Scope of Work:	Hire selected students, pay students on a weekly basis, provide workers' compensation, withhold payroll taxes, and designate a staff person that will work with the students on any payroll discrepancies.
Project Cost Not to Exceed:	\$100,000 (FY 2008/09)
Funding Sources:	TDA
Fiscal Impact:	Included in MTC's FY 2008-2009 Adopted Budget
Motion by Committee:	That the Executive Director or his designee is authorized to execute a contract amendment with Paradigm Staffing Solutions to assist in the temporary hiring of high school students selected to participate in MTC's Summer Internship Program for summer sessions beginning June 17, 2008 through June 30 2009, and the Chief Financial Officer is authorized to set aside funds in the amount of \$100, 000 for the contract amenedment in FY FY 2008-2009, subject to agency budget approval.
Administration Committee:	<hr/> Bob Blanchard, Chair
Approved:	June 11, 2008